

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH06423046</u>	DATE POSTED: <u>03/11/22</u>
POSITION NO: <u>244820</u>	CLOSING DATE: <u>03/31/2022 by 5pm</u>
POSITION TITLE: <u>Community Health Environmental Research Technician</u>	
DEPARTMENT NAME / WORKSITE: <u>DOH/Navajo Epidemiology Center/ Chinle, AZ</u>	
WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input type="checkbox"/> GRADE/STEP: <u>BQ62A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>38,836.80</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>18.60</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/> <u>12 months</u>

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to conduct in-person survey interview with individuals to collect data on health behaviors and health status. Provide professional conduct in administering survey protocol: review and explain inform consent form for acknowledgment of voluntary consent to participant in the survey; accurately record survey participant responses; perform quality control and quality assurance of data collected. Participate in orientation and training. Locate households as identified on GIS maps using handheld GPS receiver; select an adult participant using randomization methods. Maintain complete and accurate inventory tracking log of all survey participants, including records of specific activities performed or not performed; develop scheduling of interviews; and file management of inventory tracking log. Must be confidently able to travel in all areas of the project worksite paired with another Community Health Environment Research Technician, and have knowledge of locations of selected households in populated and rural areas. Participate in weekly debrief meetings, Navajo Epidemiology Center regular staff meetings, and conference calls.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and, four (4) years of experience having demonstrated effective and successful work in health-related settings, public health or providing patient care.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Certification to operate a Government Service Administration vehicle is required. Use of personal vehicle to and from worksite is required. Community Health Environmental Research Technician must follow CDC guidelines to prevent the spread of COVID-19. Community Health Education Research Technician will travel to randomly selected households within the Chinle agency of the Navajo Nation. Knowledge of research methods and practices. Knowledge of conducting in-person interviews. Knowledge of Navajo customs and traditional practices. Strong communication and ability to speak both English and Navajo languages, and write English. Knowledge of ethical human subjects research protection. Multi-task skills during face-to-face or remote interview include: obtain informed consent approval; ask questions as scripted on survey questionnaire; record responses; listen carefully, attention to detail. Ability to follow detailed instructions. Ability to keep information confidential at all times of the data collection procedure. Ability to read GIS maps and use of a handheld GPS receiver to assist in locating houses by GPS coordinates in populated and rural areas.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.